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10 DEC 1963

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Statement of Mission and Functions - Office of Finance

REFERENCES : (a) [redacted] - Announcement of Organizational Changes - dated 26 November 1963 25X1A

(b) [redacted] - Transfer of Automatic Data Processing Division - dated 26 November 1963 25X1A

(c) [redacted] - Realignment of Budget and Finance Authorities and Responsibilities 25X1A

1. This memorandum requests action by you as set forth in paragraph 3, below.

2. The attached proposed statement of mission and functions and proposed organization chart for the Office of Finance have been prepared to conform with the organizational changes described in references. The principal new provision not previously included in the mission and functions of the Comptroller is the requirement, in paragraph (2)(c), that the Office of Finance "Conduct liaison on Office of Finance matters with the Deputy for National Intelligence Programs Evaluation".

3. The subject proposed statement has been co-ordinated with the Director of the Office of Budget, Program Analysis and Manpower. Since it does not directly infringe upon the authorities or responsibilities of other components, it is recommended that subject be processed for issuance with the minimum of formal co-ordination.

R. H. FUCHS
Director of Finance

Attachment

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25X1A

[redacted]

ORGANIZATION

OFFICE OF FINANCE

(1) MISSION. The Director of Finance is responsible for all financial operations of the Agency; for the establishment, installation, inspection, and maintenance of accounting systems; and for the control of all assets and liabilities.

(2) FUNCTIONS. The Director of Finance shall:

(a) Recommend the establishment of Agency fiscal policies and establish procedures for their implementation. O/C

(b) Furnish technical guidance and assistance to Agency officials in all matters of finance policy. O/C

(c) Conduct liaison with other agencies in connection with Office of Finance matters, including transfers of funds and reimbursements to and from such agencies; and conduct liaison on Office of Finance matters with the Deputy for National Intelligence Programs Evaluation. O/C

(d) Direct the establishment and maintenance within the Agency of such official records of the financial operations of the Agency as are deemed necessary to control the assets and liabilities of the Agency, to permit analysis for the efficient utilization of the Agency's resources, to prepare budgetary and financial reports, and to fulfill the statutory reporting requirements of the Agency. OSS

(e) Develop, establish, install, inspect, and supervise, in co-operation with applicable Agency components, necessary

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accounting systems, financial reporting and funding procedures and fiscal controls for all [redacted] overseas installations and for proprietary, [redacted] other special projects; and co-ordinate on administrative plans and fiscal matters. 25X1A

(f) Designate Agency personnel to serve as cashiers, Agency fund custodians, certifying officers, disbursing officers, and finance officers to provide effective support for the financial operations of the Agency.

(g) Develop and establish requirements for the protection and safekeeping of Agency funds, commodity assets, negotiable instruments, and protective documents.

(h) Develop and issue financial data and/or reports for internal CIA purposes and for external requests for financial information.

(i) Conduct financial analysis; and render advice, as appropriate, on the financial aspects of program, plans, and operations.

(j) Direct the establishment and maintenance of funds (U.S. and foreign) and commodity asset inventories at headquarters and field installations. 25X1A1c

[redacted]

(k) Devise and maintain a system for the handling and processing of Covert Tax matters and conduct necessary liaison with appropriate officials of the Internal Revenue Service on such matters.

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(m) Maintain technical supervision over all Agency personnel performing accounting operations in support of the official records and financial reports of the Agency. O/C

(n) Provide, in co-operation with the Director of Training, for the technical training of personnel who are assigned financial duties. O/C

(o) Develop, in co-ordination with the Office of Computer Services, improved and new applications of automatic data processing in support of both Office of Finance and Office of Budget, Program Analysis and Manpower activities. O/C

(p) Review and report on legislation having financial significance.

(3) ORGANIZATION. See organization chart, figure____.

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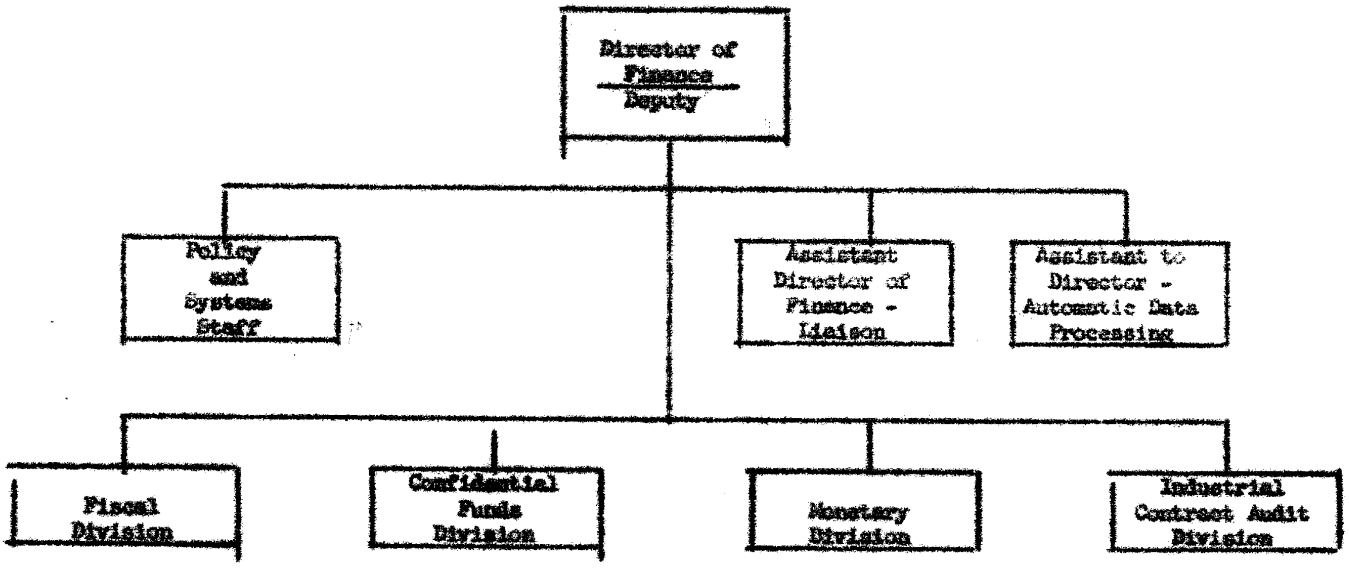
OFFICE OF FINANCE


Director of Finance Deputy
Policy and Systems Staff
Assistant Director of Finance - Liaison
Assistant to Director - Automatic Data Processing
Fiscal Division
Confidential Funds Division
Monetary Division
Industrial Contract Audit Division

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